

**APPROVED  
EMPIRE TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**November 16, 2021**

The Empire Township Planning Commission held a regular meeting on Tuesday, November 16, 2021. The meeting was held at the Empire Township Offices.

**CALL TO ORDER:** Dick Figura, Chair, called the meeting to order at 6:20 p.m.

**ROLL CALL:**

Members Present: Dick Figura, Larry Krawczak, Erik Foged

Members Absent: Micah Deegan and Duane Shugart

Staff Present: Dana Boomer, Tim Cypher

**Foged moved, Krawczak seconded to excuse Deegan and Shugart from the meeting. All in favor, motion carried.**

**APPROVAL OF AGENDA:** The board briefly discussed the agenda. Figura stated that Paula Figura would not be presenting tonight. **Motion by Foged, second by Krawczak to approve the agenda as presented. All in favor, motion carried.**

**ANY CONFLICT OF INTEREST** – None declared

**APPROVAL OF MINUTES:** **Motion by Foged, second by Krawczak to approve the October 19, 2021 Meeting Minutes as presented. All in favor, motion carried.**

**COMMUNICATIONS:** None

**PUBLIC COMMENT:** None

**ZONING ADMINISTRATOR'S REPORT:** Acknowledged the receipt of Cypher's monthly reports for October 2021. The PC briefly discussed. Figura asked whether small houses made up a substantial proportion of permits for new houses. Cypher stated that they did not; but reminded the PC that there is a minimum dwelling size of 700 square feet in the Zoning Ordinance. **Motion by Foged, second by Krawczak to acknowledge receipt of the October 2021 reports. All in favor, motion carried.**

**OLD BUSINESS:**

- A. **Watershed Overlay District** – Figura had previously reported to the board that Bucky Noonan requested additional time to speak with the Township Board members, so a committee meeting as requested at the last PC meeting has not yet happened. The PC briefly discussed. Figura will approach Lance Roman, the Chair of the Glen Arbor PC, to see if there were areas where the two townships could work together on the proposed ordinance.

There has also been a request from the board for the PC to consider options for putting additional standards on short-term rentals for septic inspections; the PC discussed. The legislation that is currently in the state legislature addressing short-term rentals, if passed, would have a substantial affect on this. In general, the rental of single-family residences is considered to be a non-commercial

use by the county health department. The PC continued the discussion of the ability to regulate issues related to short-term rentals, including nuisances and septic.

- B. **Master Plan Review** – Paula Figura was not able to make it to tonight’s meeting to discuss broadband. She will be rescheduled for the first 2022 meeting.

Boomer had sent out a new red-line version of the Master Plan, with an updated table of contents, expanded information on broadband, and consolidated and updated information on parks in the township. The PC discussed the long-term objectives for the Transportation and Services/Utilities sections.

The PC discussed the process for moving forward on the Master Plan. Boomer will integrate the proposed objectives into the draft Master Plan and update additional demographic information, and re-distribute for review. The PC will review the Master Plan and be prepared for the first 2022 meeting with additional changes for discussion. Once it is determined that the Master Plan is in a final format, it will be sent first to the board for informal review, and then the PC will schedule a public hearing regarding the plan. After that, the plan will be sent to the County PC for review, before coming back to the PC.

**NEW BUSINESS:**

- A. **2022 Meeting Schedule** – Boomer had sent out a draft meeting schedule for 2022 (see attached); the PC discussed. **Foged moved, Figura seconded to approve the 2022 meeting schedule as attached. All in favor, motion carried.**
- B. **Pleasure of the Board** – None

**PUBLIC COMMENT:** None

**BOARD COMMENT:** None

**ADJOURNMENT:** **Motion** by Krawczak to adjourn at 7:20 pm, Foged seconded. With no objection, Figura adjourned the meeting.

Respectfully Submitted,

Dana Boomer  
Recording Secretary

## 2022 EMPIRE TOWNSHIP PLANNING COMMISSION MEETING SCHEDULE

10088 Front St.  
P.O. Box 234  
Empire, MI 49630-0234

Regular Meeting	6:00 p.m.	February 15
Regular Meeting	6:00 p.m.	March 15
Regular Meeting	7:00 p.m.	April 19
Regular Meeting	7:00 p.m.	May 17
Regular Meeting	7:00 p.m.	June 21
Regular Meeting	7:00 p.m.	September 20
Regular Meeting	6:00 p.m.	October 18
Regular Meeting	6:00 p.m.	November 15

Meeting dates and times are subject to change with proper notice.  
All meetings will take place in the Township Office unless otherwise indicated.

***Persons with questions or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the chairperson at 231-326-6084, PO Box 538, Empire, MI 49630, or at [rfigura@figuralaw.com](mailto:rfigura@figuralaw.com)***